

Position Title: Assistant / Associate Extension Professor of Horticulture and Ornamental Horticulture Specialist

Department: Cooperative Extension

Reports To: Program Administrator

Bargaining Unit: Associated Faculties of the University of Maine system (AFUM)

Position Type: Full-time, year-round, continuing contract eligible (tenure), base funded, faculty position

Purpose:

The Assistant / Associate Extension Professor and Ornamental Horticulture Specialist with University of Maine Cooperative Extension will provide specialized support and applied research in ornamental horticulture statewide.

The Assistant / Associate Extension Professor will be based at the University of Maine in Orono and will develop and conduct educational programs and applied research projects throughout the state with an emphasis on Maine's green industry. The agricultural industries in Maine to which this position will focus include floriculture, nurseries, garden centers, arboriculture, greenhouse production and clients involved in consumer horticulture. This position works with other Extension faculty, advisory boards, and commodity associations to offer programs addressing the educational needs of Maine's landscape designers, landscape professionals, nursery growers, propagators, arborists, growers and professional gardeners.

The specialist will conduct applied research and scholarship in collaboration with colleagues within Cooperative Extension, the UMaine School of Food and Agriculture, and others.

Essential Duties & Responsibilities:

- Designs and implements a plan of work that addresses priorities in Maine's green industry involving ornamental horticulture.
- Develops and delivers educational programs in support of the Ornamental Horticulture Program that align with the UMaine Cooperative Extension mission and plan of work.

- Collaborates with Extension colleagues and other agency staff to deliver programs in horticulture business and community settings.
- Designs and delivers presentations on various ornamental horticulture topics that enhance client knowledge and capacity for applied learning.
- Develops, adapts and implements educational resources and materials for use in education programs.
- Teaches courses for credit (including micro-credentials) for enrolled university students, community members seeking certification and/or others.
- Assesses needs as an essential part of program planning, program implementation and grant development.
- Secures external grants and contracts for program expansion and sustainability.
- Builds capacity of field staff involved in agricultural production related to ornamental horticulture.
- Provides leadership on the Extension Home Horticulture Team.
- Participates in local, state and regional program development and implementation teams.
- Serves on organizational development and governance committees.
- Develops a working relationship with the Maine Agricultural and Forestry Experiment Station and UMaine Cooperative Extension personnel dealing with horticultural commodities.
- Works collaboratively with other agencies, organizations, and citizens advisory groups to uniquely address priority issues with an emphasis on greatest potential audience impact through state-wide programs.
- Builds and sustains relationships and collaborates with colleagues in Cooperative Extension, faculty and staff from other UMaine academic departments, and faculty and staff throughout the UMaine System and community partners.
- Engages in applied research and disseminates the results. Partners as necessary and appropriate with fellow staff and colleagues.

- Interprets research findings with faculty working with subject area curriculum/program teams and advisory groups.
- Communicates outcomes, impacts, and public values to a variety of audiences (including legislators, funders, consumers, and other decision makers).
- Compiles and submits reports as requested or required (Civil Rights, Program Impact, and Plan-of-Work).
- Develops and sustains a professional development plan in support of one's professional, organizational and plan of work priorities.
- Hires, trains, and supervises professionals, hourly, and/or student employees as appropriate, including conducting or participating in required performance evaluations, and providing safety and environmental management oversight.
- Utilizes coaching and mentoring methods, which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
- Seeks ways to reach under-served and under-represented community members while ensuring compliance with affirmative action, equal opportunity, and civil rights guidelines.
- Commits to organizational improvement by identifying opportunities to improve and recommending possible alternatives for the situation.
- Participates in Extension staff meetings as appropriate.
- Participates in organizational program meetings to support program development that affects the ornamental horticulture programs.
- Performs other related duties upon request.

Knowledge, Skills & Qualifications:

Required:

- Doctorate degree and approximately 3-5 years experience in the area of horticulture or relevant field, by date of hire.
- Knowledge of current and emerging issues, practices, and trends in ornamental horticulture.

- Excellent interpersonal, technical writing, and public communication skills with the ability to articulate clear goals.
- Proven ability to achieve goals and manage multiple tasks.
- Ability to plan, organize, coordinate, teach and evaluate educational programs at the University level.
- Demonstrated computer and educational technology skills.
- Demonstrated experience with community needs assessments and utilizing a variety of methods to disseminate researched-based information.
- Documented record of conducting high-quality, applied scientific research, demonstrated by publication in peer-reviewed journals and/or popular press.
- Ability to work both independently and effectively with others in a team environment.
- Ability to creatively solve problems and manage conflicts within groups.

Preferred:

- Experience with Cooperative Extension educational program development, delivery and evaluation.
- Established record of effectiveness in Extension educational programming and undergraduate teaching, including the utilization of technology for academic and/or Extension instruction.
- Experience in grant writing and the financial management of grant funds.
- Experience working with diverse audiences; knowledge of diversity, equity and inclusion; and understanding of equal opportunity, affirmative action and civil rights policies.
- Successful supervisory experience.
- Proficiency with computer programs such as Microsoft Excel, Word and PowerPoint, as well as Google Drive and document management software.

Supervisory Responsibilities: The supervision of professional, temporary classified staff, and student workers, including supervision of day to day activities, project oversight, and conducting performance evaluations is expected.

Work Environment / Dynamics: This position will be based on the University of Maine campus in Orono, Maine. An office is located at 495 College Avenue, with field locations nearby. Research locations may include campus gardens and a nearby University Experiment Station, as well as on-site with growers around the state. Frequent travel throughout the county, and some state and regional travel is expected.

Work Schedule: Normal University of Maine Cooperative Extension office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Schedule adjustments, including some evening and occasional weekend work throughout the state, will be necessary to meet the needs of the program and its clients.

Schedule for Evaluation: Performance evaluations will be conducted in accordance with the University of Maine System (UMS) and the Associated Faculties of the UMS (AFUM) collective bargaining agreement. An annual Plan of Work will serve as the framework for performance evaluation with flexibility for change, for example, unanticipated audience needs.

To Apply:

To apply, materials must be submitted via "Apply For Position". The applicant will need to create a profile and application; upload a letter of intent (cover letter) addressing the specific job requirements, updated curriculum vitae, and contact information for three (3) current professional references (names, addresses, phone numbers, e-mail addresses, and relationship to applicant) that may be contacted. The applicant will also need to complete the affirmative

action survey, the self-identification of disability form, and the self-identification of veteran status form. Incomplete application materials cannot be considered.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment. Appropriate background checks are required.

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status,

ancestry, age, disability physical or mental, genetic information, or veterans or military status in employment, education, and all other programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 5713 Chadbourne Hall, Room 412, University of Maine, Orono, ME 04469-5754, 207.581.1226, TTY 711 (Maine Relay System).